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ANNUAL REPORT  
RECORDS AND SERVICES DIVISION

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ANNUAL REPORT

SECTION 1. Major Accomplishments and Significant Developments -  
1 July 1957 - 30 June 1958

A. Central Processing Branch

1. The Management Staff conducted a survey of CPB to determine the advisability of reorganizing the Branch to combine personnel and travel functions. Colonel White later conducted his own survey and it was concluded that CPB would remain as existed, with separate personnel and logistics functions and career services. This was again followed by a team survey consisting of members of the Office of Personnel and Office of Logistics. Again, the points of independent fields were emphasized and it was recommended the personnel duties be handled by Personnel careerists, while travel functions performed by Logistics careerists. Personnel careerists in travel functions would either be reassigned or change career designations. This has been accomplished and the Branch now consists of six personnel technicians, five travel technicians, four finance technicians, plus a logistics courier and personnel secretary and clerks.

2. The new year found CPB engaged in the monthly Support Exhibits and although colorful and pleasing to behold, the true functions of CPB were never really grasped nor sought for by the observers. We are grateful to the commercial carriers for their generosity in furnishing us with the display material. However, we achieved little success in portraying the official CPB.

3. A revision and expansion of the processing brochure was completed and we look to an early printing. It will be formalized into a printed brochure to include information on insurance, State income taxes, overseas benefits, etc.



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5. The Branch was consulted by Management Staff and engaged in several meetings on the revision of the present travel order form. The revised form, soon to be published, should offer concise and pertinent information. From CPB's point of view, it is indeed an improvement over the current form.

6. We have instigated a program of debriefing Support Officers returning to Headquarters on the current living conditions at their former posts.

25X1 7. The  of the Branch has achieved considerable progress in receiving authority from the various Divisions for the advancement of their funds to travelers. With the blessing of Chief, Finance Division, the Branch has approached the Divisions with the request that CPB be allowed to complete the Request for Advance of Confidential Funds for the traveler so that he may proceed directly to the Disbursement Office to receive the advance without returning to his Division for approval. To date, EE, WE, FE, WH, NEA, Commo and Audit have provided us with the requested authorizations. Meetings to accomplish the same with SE, SR and TSS have been scheduled.

8. The Branch continues to be active in briefings and lectures for the benefit of Agency employees and their dependents who are proceeding abroad. The substance of the briefings touches upon what is involved in one's processing for overseas; the advisability of insurance on household effects stored and shipped, automobiles, etc; and if a particular area is involved, the general living conditions, including housing.

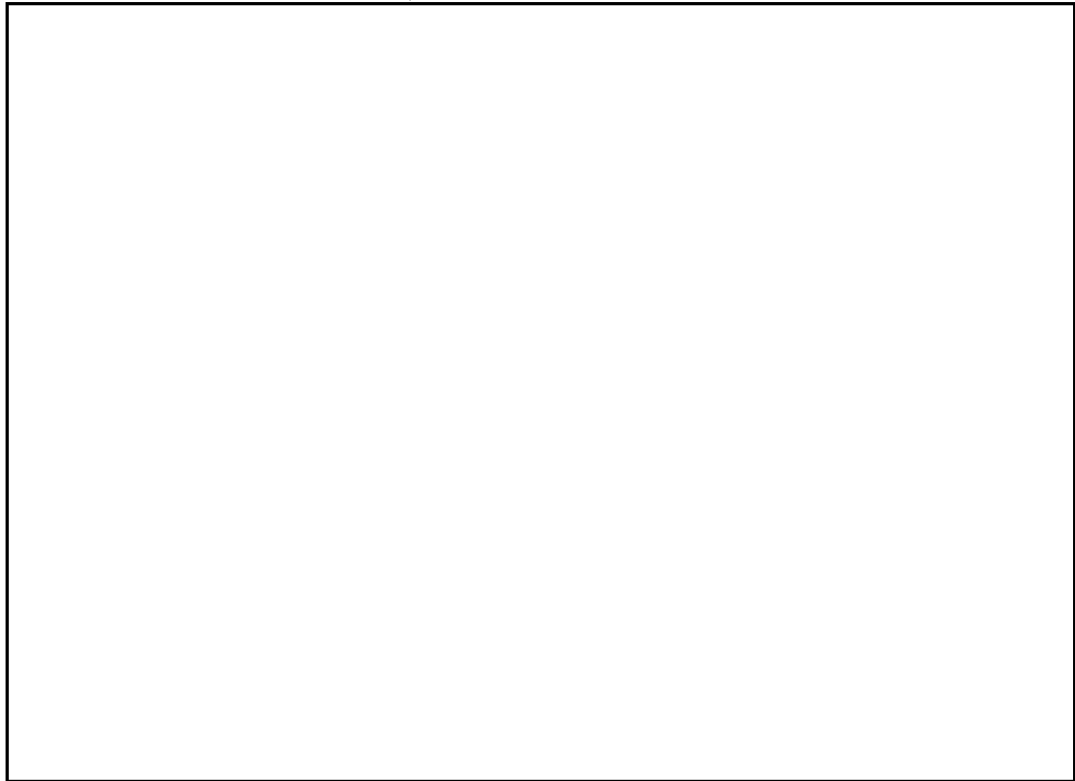
9. Personal contact with commercial carriers has been maintained frequently, either by visits to their offices or by luncheons. The degree to which the carriers will go to satisfy Agency requests is indicative of the fine relationship which exists. The Branch takes justifiable pride in the extent to which the carriers will go in our behalf.

10. The year also witnessed a fair share of personnel turnover. In all, twenty-four changes became history, supporting an actual manpower T/O of twenty-three. Of the total changes, twelve were reassignments; eight assignments to the Branch; two assigned out, then returned; and two assigned in, then out. In spite of it all, the continuity and integrity of the Branch were maintained to offer the following performances:

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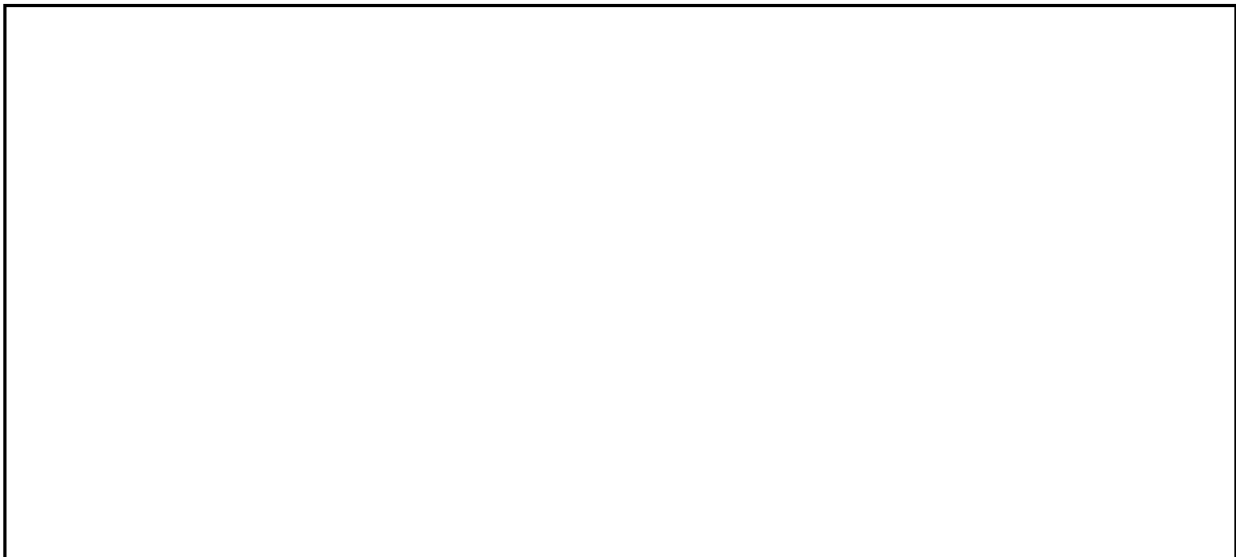
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B. Transactions and Records Branch

1. The project of verifying the Service Computation Dates of all staff employees for leave and retirement purposes was effectively completed. A few employees remain whose SCD's have not been verified due to their cover status which has precluded obtaining official records from the former employing agency.

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3. The use of Flex-o-writers for the preparation of Form 1150, Notification of Personnel Action, for personnel actions on staff employees was initiated. Under this system, a tape with code-punched information is utilized to reproduce automatically that portion of a personnel action which repeats information contained in the previous personnel action. Simultaneous with the preparation of the current personnel action, the Flex-o-writer automatically prepares two new tapes: one for use in preparing (a) a fan-fold of Form 1152, Request for Personnel Action, which will be used by the organizational component in the future to request the next action, and (b) a portion of such subsequent personnel action on Form 1150. The second tape retains only selected personnel data on the employee; this tape is fed into a special machine which reproduces automatically an IBM card to be used by Machine Records Division in compiling desired personnel information. Inasmuch as the Flex-o-writer system was not initiated until September 1957 and a Flex-o-writer tape is only in connection with a requested personnel action, the current coverage of staff employees under the system is approximately 65 percent of the total.

4. A project of coding the history of Agency employment prior to 1954 for each employee was initiated and effectively completed. Beginning January 1954, information contained on each personnel action was encoded for history purposes, and such encoding has continued to the present. In order to have a complete record of Agency service, however, it was necessary to review the files of each employee who had service prior to 1954 and to encode each personnel action.

5. A control of selected dispatches between field stations and Headquarters was established. A dispatch initiated by a field station on a subject relating to Agency sponsored insurance, hospitalization, casualty claims, or Credit Union carries the indicator [REDACTED]. Any dispatch so indicated is routed directly from Records Integration to the control point within the Office of Personnel, for subsequent routing to the action component. A dispatch initiated by a component within the Office of Personnel to a field station is routed through the control point to the Area Division having jurisdiction over the field station concerned for release. It is anticipated that this system will result in more expeditious handling of correspondence between the field and Headquarters on items of a [REDACTED] nature.

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6. Three major revisions to internal procedures were initiated in order to more effectively maintain adequate personnel records.

a. The reporting of "in casuals" and "out casuals" was discontinued.

b. A tickler file on employees who will become subject to mandatory retirement within the next ten years was established. As an integral part of this file, a schedule is established for each employee to insure advance coordination with Benefits and Casualty Division and with the Civil Service Commission when required.

c. A tickler file was established to reflect the due dates of Longevity Step Increases for each employee who was at the top step of his GS grade as of 31 October 1957.

#### C. Statistical Reporting Branch

1. During Fiscal Year 1958 seven hundred and fifty recurring reports were prepared and forwarded to ☐ organizational components.

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2. Numerous special reports were also prepared, such as the following:

##### a. Machine Reports

1) A roster of Agency staff personnel currently working in the scientific and medical fields and all other Agency personnel with degrees in those same fields, for use by C/POD in determining those eligible for the pay raise authorized such personnel.

2) A tabulation of Clandestine Service Career Service, GS-9 through GS-13, staff personnel indicating by panel designation the headquarters and field distribution for SSA/Pers.

3) A tabulation of true separations of staff personnel in selected GS grades during the third quarter of 1957 for the Director of Training.

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4) A tabulation of the number of secretarial positions in the DDP Group by geographical location at the request of C/PED.

5) A roster of Agency field positions and staff personnel arranged by country and city location for Chief, Mobilization Staff.

6) A tabulation for the Career Council designed to reflect group ceilings if all Support type positions were assigned to the DDS Group, all Clandestine Services positions to the DDP Group, and all DDI type positions to the DDI Group.

7) A tabulation of ORR staff personnel indicating the age and grade of clerical personnel as compared to those at the professional level for AD/RR.

b. Manual Reports

1) A series of projections for D/Pers indicating the change in Agency strength which would result from altering the influx of personnel into the "in-process" pipe line.

2) For the Chief, Budget Division, Office of Comptroller, a projection of Agency strength for fiscal years 1958 and 1959.

3) A tabulation of Agency T/O ceiling and on duty strength by departmental and field between 1950 and 1958 for use by the Inspector General in connection with Congressional briefings.

4) A projected supergrade retirement schedule for the years 1958 to 1962 for use by the ExO/P.

5) A report for D/Pers indicating the estimated cost to the Agency which would result from the adoption of certain proposed retirement plans.

c. Graphic Presentations

1) A graph for C/Budget Division indicating the projection of Agency strength, EOD's, and separations between 1 August 1957 and 30 June 1958.

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2) A series of graphs depicting GS-12 and above separation rates, age distribution, and relative strength as compared to other Agencies for use by D/Pers in briefing the DDCI.

3) A graph depicting the projected strength, ceiling and the on duty figure on a weekly basis for use by D/Pers and C/RSD in determining how the Agency strength compares to the projected ceiling.

4) A series of charts for use by D/Pers in connection with briefings concerning the distribution of Agency super-grades.

5) A series of charts illustrating the Agency mobilization plans, for use by C/Mob Staff.

6) Charts showing the various steps in the processing of personnel actions by the Flex-o-writer method, for use in the Support Exhibit.

7) A series of charts depicting the workings of the proposed Staffing Development Complement Concept for use in briefings on this subject by C/POD.

8) Several charts summarizing the workload of the Qualifications and Analysis Branch for C/POD.

3. During the period the Branch has monitored the projection of personnel actions under the new semi-automatic Flex-o-writer system for cutting such actions and recommended modification of the system to eliminate the problem areas.

4. Arrangements were made with the Office of Training and the Machine Records Division for recording all OTR training records on punch cards, thus enabling the Office of Personnel to incorporate into its personal qualifications punch card records this valuable data which previously had been missing from OP records.

5. A continuing study was made during the fiscal year of the reporting requirements of the various organizational components throughout the Agency serviced by this Branch. As a result of this study, the number of reports distributed during the year was reduced by approximately thirty-eight percent (from 3652 to 2183) by consolidation, reductions in frequency and elimination of obsolete reports.

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6. In order to more closely monitor the Agency ceiling strength, a manual daily and weekly strength reporting system was established to supplement the monthly machine report of strength. Daily strength reports are sent to the C/RSD and weekly reports go to the DD/S and to the D/Pers. Starting in December 1957 this manual system had been used to produce a preliminary end-of-month strength report within two working days after the end of the month, for distribution to the Inspector General, the DD/S, Comptroller, D/Sec, D/Trng, C/Mgmt Staff and the D/Pers.

7. A file was established of all visual aids produced for use by the Office of Personnel. As an aid in using this file, the Director of Personnel has been provided with a book of photographic reproductions of these charts to simplify selection. This Branch was assigned the task of maintaining this record on a current basis and also providing any additional visual aids that may be required.

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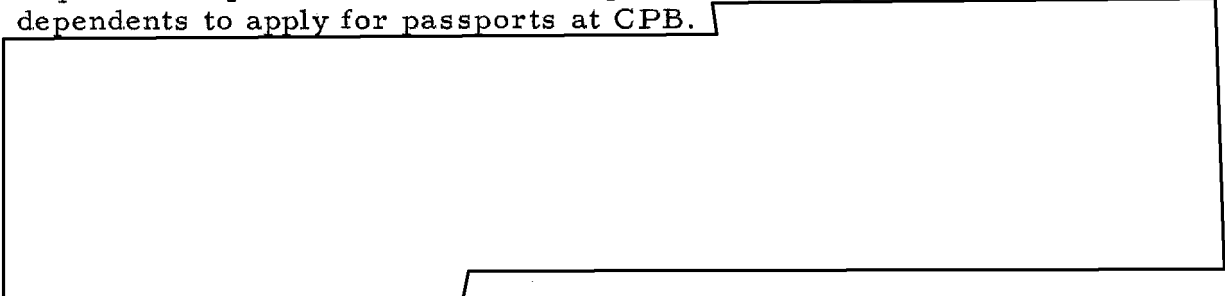
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## SECTION 2. Objectives for Current Year and Status of Current Year

### A. Central Processing Branch

1. Before Fiscal Year 1959 has progressed too far, we hope to implement a procedure which would permit Agency personnel and their dependents to apply for passports at CPB.



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2. In addition to the brochure to familiarize potential travelers with the terminology and procedures of their overseas processing, we plan to compile information of interest to the headquarters returnee. This would include their changing to vouchered funds and what it involves; i.e., making their own credit union deposits, insurance payments, etc., submission of travel voucher; their Home Service Transfer Allowance, if applicable; temporary lodging allowance; household effects and how to reach those stored and shipped; and finally, the facilities which Employee Relations Branch offers.

3. With the expected birth of passenger jet travel during the new fiscal year, we are constantly alert to all programs and information concerning jet travel. It is imperative that CPB technicians become familiar with the aspects of jet travel as they affect the individual passenger, so that they may impart their knowledge to Agency travelers utilizing jet aircraft.

### B. Transactions and Records Branch

1. The Official Personnel Folders on employees carrying a Clandestine Service Career Service designation will be physically segregated from the consolidated files and moved to Room 2108 L Building. This new location (already obtained) is for the purpose of making the personnel files even more readily available for use by elements within DD/P. The maintenance of the CS/CS personnel folders, although physically carried on within the DD/P area, will continue to be a direct responsibility of Transactions and Records Branch.

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2. The program of the preparation of Flex-o-writer tapes (to be used for the preparation of Notification of Personnel Action) for each staff employee will continue. It is anticipated that 100% coverage will be attained during this year.

25X1 3. In accordance with a recommendation from the Management Staff and approval of the Director of Personnel, open-shelf filing equipment will be substituted for a portion of the five-drawer cabinets currently used to house the Official Personnel Folders. The open-shelving will be on a "trial" basis for approximately 10 months, in order to ascertain whether cabinet storage or open-shelf storage is more feasible for the [ ] activities.

25X1 4. With the advent of a "negative" certification as to conduct and service in connection with granting of Periodic Step Increases, a revision will be made in the procedure for preparing the PSI notification forms. Under the contemplated revision, it is anticipated that the services available through Machine Records Division may be more fully utilized, thereby reducing the volume of work within the Position [ ]

25X1 5. Upon implementation of the revised Fitness Report form and schedule of preparation, a revision will be made in the procedure for preparing advance notification to operating components of Fitness Reports due. Utilizing services which will become available through the facilities of Machine Records Division, the manual preparation of listings by the [ ] can be eliminated. Also, a curtailment of listings of delinquent Fitness Reports is anticipated, which will materially reduce another area of work-volume within the [ ] 25X1

6. All terminated employee files for the year 1956 will be screened and forwarded to the CIA Records Center. Also, a continued screening of applicant files will be made, in order to either destroy or retire those files on individuals whose qualifications do not justify encoding for ready reference.

7. Plans are currently under way to develop a systematic method of deleting from personnel folders any documents which have outlived their usefulness. Implementation of such procedures will result in a savings of storage space and will facilitate any review of the file. It is anticipated that a screening of the personnel folders will be initiated during this year.

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8. From the standpoint of volume of work-production, it is anticipated that Fiscal Year 1959 will compare favorably with Fiscal Year 1958. Accordingly, the statistical recapitulation of major activities during FY 1958 should reflect a representative forecast of volume for the forthcoming year.

C. Statistical Reporting Branch

1. A review of all statistical data currently being compiled to determine their applicability under the staffing development complement concept will be made.

2. Completion of the IBM Personnel History project is planned which will provide a punch card record of all personnel actions effected on Agency staff personnel who were on duty on 18 September 1947 or who entered on duty subsequent to that date.

3. A series of studies will be prepared from the completed IBM history file designed to provide the Director of Personnel with such personnel management tools as:

a. Distinctive qualifications of staff personnel who leave the Agency in less than one year.

b. Typical qualifications of staff personnel who show an above average promotion history.

c. At the professional level, the length of service, promotion rates, separation rates, and average grades of generalists as compared to specialists.

d. What correlations there are between college majors of staff personnel and their length of service.

e. Distinctive qualifications of clerical personnel who remain with the Agency three years or more.

4. With the establishment of a complete IBM history file, it is planned to place far greater emphasis on statistical analysis of personnel data than has been possible up to the present time. It is expected this history file will be ready for use as an analysis tool in November.

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5. Modifications of the Branch operating and reporting procedures are planned to fit into a personnel statistical reporting system that employs EDP rather than EAM equipment.

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